

**The
Redevelopment
Agency of
Murray
City**

**REQUEST FOR
STATEMENT OF QUALIFICATIONS (“RFQ”)
FOR A CONSULTANT TO
THE REDEVELOPMENT AGENCY
OF MURRAY CITY
SOQ 06-01 RDA**

The Redevelopment Agency of Murray City (“RDA”) requests qualifications for a Consultant to oversee, at the direction of the RDA, the Fireclay Redevelopment Project Area (“Project Area”). The Project Area is 97-acres centered on the 4300 South TRAX light rail station, and is planned for a mixed use Transit Oriented Development. This work will include project development coordination, design and construction with multiple development entities and property owners to create a cohesive, coordinated and integrated development in the Project Area, consistent with the vision of the RDA, the Fireclay Redevelopment Project Area Plan (“Plan”), and Murray City’s recently-adopted Transit Oriented Development Ordinance.

Qualification Statement. Respondents are required to submit a Statement of Qualifications (SOQ) containing their qualifications and experience to oversee the development of the Project Area. The SOQ response shall clearly address related experience with similar projects and the Respondent’s background and experience to qualify for this work. The RDA seeks interest from architects, planners, urban designers, construction managers, developers or others who have had experience with public / private development relationships in urban environments, particularly Transit Oriented Developments. The RDA is interested in Respondents who can show experience and success in bringing public space, retail, office and residential uses together in the context of a Transit Oriented Development.

Scope of Services. The Consultant will be a key member of the RDA’s project team throughout Project development, pre-construction and construction activities. Work will include refining an overall development plan for a mixed use Transit Oriented Development; determining phasing and priority (sequencing) of both public and private development activities; coordinating owner participation preferences, property assemblage, and relocation, critical analysis of the proposed mix of uses; and implementation of the Plan. The Consultant shall oversee the work and plans of developers of the Project Area so they are consistent with the vision and plans of the RDA and Murray City’s Transit Oriented Development Ordinance.

The Consultant will assist the RDA with predevelopment coordination and project design for development of the Project Area. As directed by the RDA, the Consultant will be responsible for quality control of development projects and compliance with the overall Plan. The Consultant will oversee the project as directed by the RDA and will assist the RDA with preparation and review of bid documents for construction of projects within the Project Area.

Submittal Requirements. The Statement of Qualifications should include the following information:

- 1. Transmittal Letter.** A transmittal letter must accompany the submittal, signed by a principal of the Respondent’s team. This must be accompanied by a “Certificate of

Authority” listing the officers in the firm who are authorized to negotiate and execute agreements on behalf of the Respondent.

2. **Introduction.** Provide a brief statement of the Respondent’s management practice and philosophy demonstrating an understanding of the development of a Transit Oriented Development. The RDA is particularly interested in destination projects that will create a year-round, day and night level of activity, in the northern end of Murray City, and in projects that bring appropriate mixed uses into the Project Area.
3. **Organization.** The Respondent may be an individual, company, a joint venture, or a consortium of partners.
Please provide:
 - a. Primary contact name and contact information for all correspondence and legal notifications;
 - b. Principal officers authorized to negotiate with the RDA;
 - c. Respondent’s team organizational structure chart;
 - d. Description of the proposed legal structure of Respondent’s team (i.e., joint venture, partnership, etc.).
4. **Relevant Experience.**
 - a. Respondent’s experience with oversight of comparable public/private developments, particularly those associated with Transit Oriented Development. Descriptions of previous projects should include nature of involvement, description of implemented developments, sizes and uses, dates of completion, and references;
 - b. Summary of key participant’s personal qualifications and the role they will play.
5. **Capability.** Description of the Respondent’s history, work, and experience including work undertaken successfully, unique skills and / or markets in which the Respondent has particular skill or ability.
6. **Personnel.** Specify Respondent’s key personnel to be assigned to this project, their resumes and professional disciplines, (e.g. architects, planners, construction, construction management, marketing firms). Please identify any subcontracting or collaborating firms or individuals including their resumes and relevant experience.
7. **Fee Schedule.** Provide a fee schedule for Respondent’s services.

8. Selection Process.

- a.** The selection of the Consultant shall be made by the RDA Board in two steps:
 - i. Step 1. The RDA Board will prepare a short list of Respondents based on the Statement of Qualifications in response to the RFQ. The RDA Board shall use the criteria stated in Paragraph 9(a) to prepare the short list of Respondents who shall proceed to Step 2 in the process.
 - ii. Step 2. Those on the short list shall make an oral presentation to the RDA Board in an open meeting. As part of the presentation, the RDA Board will ask questions of the Respondent. The selection will be made by the RDA Board based on the criteria stated in Paragraph 9(b).
- b.** On selection of a Consultant, a professional services agreement will be negotiated with the selected Respondent. If an agreement cannot be reached with the selected Respondent, the RDA will select from the other Respondents or do another RFQ.
- c.** The RDA Board shall have the right to verify the accuracy of all information submitted and to make such investigation, as it deems necessary, to determine the ability of a Respondent to perform the obligations in the response. The RDA Board reserves the right to reject any response where the available evidence or information does not satisfy the RDA Board that the Respondent is qualified to carry out properly the obligations of the response, is a person or firm of good reputation or character for strict, complete, and faithful performance of business obligations, or if the Respondent refuses to cooperate with and assist the RDA Board in the making of such investigation.

9. Selection Criteria.

- a.** In selecting Respondents for the short list in Step 1 of the Selection Process, the criteria used by the RDA Board shall be as follows:
 - i. Respondent's experience as it relates to the project, including similar projects Respondent has done.
 - ii. Respondent's understanding of the vision of the RDA Board as it relates to the project.
 - iii. Respondent's vision of the project.
 - iv. Respondent's availability to the RDA Board.
 - v. Respondent's capability including the extent and diversity of expertise.
 - vi. Respondent's organizational structure.
- b.** In selecting the Respondent from the short list, in Step 2 of the Selection Process, the RDA Board shall use the following weighted criteria:
 - 20% Respondent's understanding of the project as demonstrated in the response to the RFQ.
 - 40% Respondent's understanding of the project and experience as demonstrated by the oral presentation to the RDA Board.
 - 40% Respondent's experience as it relates to the project.

10. Submittal Instructions.

- a. Please provide **15 copies** of the Statement of Qualifications. The Statement of Qualifications cannot exceed 10 typewritten pages not including cover or cover letter and any required attachments. A page shall be 8.5 x 11 inches.
- b. Responses should be sealed and clearly marked **RFQ Response: Consultant for the Fireclay Redevelopment Project Area.**
- c. The Respondent(s) shall submit fifteen (15) copies of all documents required as a part of the response to the RFQ. Submissions must be hand delivered or delivered by postal or delivery service by the time indicated below; e-mail or electronic delivery will not be accepted. Submissions lacking one or more of the requested documents may be considered irregular. The RDA Board reserves the right to reject any irregular submission and reserves the right to waive any irregularity in submissions.
- d. It is the Respondent(s)' sole responsibility to read and interpret this RFQ and the written instructions contained herein.
- e. Responses shall be submitted in a sealed envelope with the Respondent(s)' name, address, date of response opening and the RFQ title shown on the outside of the envelope. Responses to the RFQ shall be submitted to:

The Office of the Murray City Recorder
5025 South State Street
Murray, Utah 84107

- f. **Responses are due on or before 3:00 p.m. on Friday, March 31, 2006.** The RDA Board reserves the right to waive any irregularity in submissions.

Responses to the RFQ that are not received in the Murray City Recorder's Office prior to the time and date specified will be considered late. **LATE RESPONSES WILL NOT BE CONSIDERED.** The RDA Board reserves the right to reject any and all responses.

It is the Respondent(s)' responsibility to assure delivery of its response to the RFQ to the Murray City Recorder's Office prior to or at the designated date and time.

- 11. Questions/Agency Contact.** Any questions regarding this RFQ may be submitted to Keith Snarr, RDA Director by email to ksnarr@murray.utah.gov, cc: jimbrass@earthlink.net and robbie.r@comcast.net or by telephone (801) 270-2418, or (801)-558-0934.